

CORRECTIONAL CASE RECORDS SUPERVISOR

REVIEW OF JOB ANALYSIS BACKGROUND INFORMATION

Date of Review: March 20 – 24, 2006

Collective Bargaining Identification: S01

Job Analysis Review Conducted By: Lisa John
Selection Analyst

Number of Incumbents: There are 102 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated March 25, 2006.

Names of the Subject Matter Expert(s) and their background:

Kathy Moore, Correctional Case Records Manager

Mrs. Moore has worked as a Correctional Case Records Manager for 10 years. Prior to that, she worked as a Correctional Case Records Supervisor for 3 years. She has been with the department for 23 years.

Julie Cervantes, Correctional Case Records Manager

Mrs. Cervantes has worked as a Correctional Case Records Manager for 9 years. Prior to that, she worked as a Correctional Case Records Supervisor for 3 years. She has been with the department for 24 years.

Belinda Cerrillo, Correctional Case Records Supervisor

Mrs. Cerrillo has worked as a Correctional Case Records Supervisor for 15 years. She is currently working as a Correctional Case Records Manager in an acting capacity. She has been with the department for 20 years.

COMMENTS: SMEs reviewed the existing job analysis for dated June of 2000, to provide any necessary updates/changes. Minor changes were made to include language and title changes consistent with the Department's reorganization of July 1, 2005. In addition, Willingness statements were added.

Copies of the revised tasks and KSAs have replaced the old Tasks and KSAs; however, the original language has been maintained on disk in this binder.